

## SERC Meeting

October 9, 2003

10:00 am

Steve Kappa began the meeting at 10:00 am, a quorum was present, for those in attendance see attached roster. The minutes of August 12, 2003 were reviewed. Mr. Kappa asked for corrections, deletions or additions. Mr. Kappa noted a correction to page 1 halfway down the page under HMEP Grants ; it reads *the to* and should read *to the*. *Rudy Raynes moved to approve the minutes with corrections. Joe Wyatt seconded. Motion passed.*

### Old Business :

DOJ Grants - Neal Sharp reported 100% of 02' equipment has been received, a warehouse has been rented in Big Chimney for storage and staging. Vehicles to pull the trailers are expected to begin arriving in November. Trailers are being outfitted with equipment; Steve Rogers is inventorying equipment, tagging and making sure the equipment is up to standards. 5 of the 6 regions have completed training and are deployable; 4 Regions have had their kick-offs and Region 4's kick-off will not take place until November when Senator Rockefeller has his Homeland Security Conference. Up to this point Region 4 has been struggling but a class is on-going at this time and of the 14 candidates attending 8 must pass to provide a full complement. Over 500 1<sup>st</sup> responders have been trained at operations and technician level in the state since the program began. WVU Fire Service Extension has a cadre of 30 instructors who conduct classes throughout the state almost weekly. These classes are not only for Regional Response Team members but Fire Departments and emergency response personnel. Two meetings have been conducted with county OES Directors to expedite Decon Teams at the county level. County Decon Teams are a critical asset in our response capability, team members are currently training and as new equipment arrives their response capability will increase. Almost on a daily basis a hazmat incident occurs somewhere in WV, last week in Raleigh County an incident occurred requiring decon of 17 individuals. The equipment will be useful not only for WMD but recurring hazmat incidents throughout the state. The bid package for decon equipment will be opened and awarded October 10; equipment included will be TVI shelters, monitoring and detection equipment. October 10 Mr. Sharp will meet with members of the law enforcement community in Flatwoods regarding their concerns over equipment purchases and what are allowable equipment expenditures. DOJ determines the type of equipment allowed for purchase; items such as ammunition and weapons can not be purchased but bomb mitigation equipment can be purchased however, not for all 55 Sheriff's Departments nor can we purchase body armor for each law enforcement individual in the state.

Mr. Sharp said his view are departments need to be able to hold the fort down until the RRT arrives on scene; most of the equipment purchases should be traffic diversion, binoculars, cones other items which will allow them to hold a scene until additional assistance arrives. Mr. Sharp said he feels once law enforcement is briefed on DOJ criteria coordination will be smoother. Mr. Sharp said thanks to Rudy Raynes and many others issues with the Fire Service community have continued to improve and he's

committed to bringing Law Enforcement on board as well.

Bridge Day has been a large logistical and planning effort, two RRT's will be on-scene to deal with any potential situation. Shirley Lawson asked if all RRT's will be on alert due to deployment of Region 5 & Region 1. Mr. Sharp said all regions will be notified of the deployment which is sufficient. Region 1 team members have been active for almost a year and Region 5 is newly constructed; he feel it is a good opportunity to pair newer team members with members which have more experience.

HMEP Grants - Mr. Kappa stated 12 LEPCs have been awarded initial payments for the 2004 HMEP grants. Summarizing the 2003 grants; LEPC's are on schedule, 4 counties have not submitted current progress reports and approximately \$25,000 remains to be expend on the 2003 Grant allocation. The 2004 HMEP grant has been approved and received from USDOT. DOT procedures require a review and signature by the Attorney Generals Office.

SERC Grants- no report

Plan Reviews - Paul Howard had no report.

LEPC Membership Approvals - Barbour County submitted a new LEPC membership list, *Rudy Raynes moved to approve, Jim Riggs seconded. Motion passed.*

By-Laws -Ritchie and Kanawha/Putnam EPC have submitted revision to their existing By-Laws to bring them up the SERC criteria. *Rudy Raynes made a motion to accept Kanawha/Putnam EPC By-Laws and Ritchie LEPC By-Laws with a correction on page 3- it reads 3110 and should be 311. Jim Riggs seconded. Motion passed.* Raleigh, Braxton and Calhoun need additional information.

Training Subcommittee - Jim Cox reported the 2003 HMEP funds are basically expended. There are 8 or 9 invoices to review and submit. Shirley Lawson asked Jim Cox if he could reschedule the EOC 101, the class has been scheduled twice but unfortunately the SEOC was activated both times. The HazMat Explo will be held November 17-21, 2003 at the Orleans Hotel in Las Vegas, NV. The SERC will not provide funding but if anyone is interested in attending Laverne has additional information. The US EPA conference will be held November 16-19, unfortunately the SERC will be unable to fund attendance. However, FEMA has awarded a grant to WVOES/WVSERC funds to send 3 people to the conference. Jim Riggs led the discussion centered on how and who would determine attendance. Mr. Kappa suggested the Emergency Management Council determine the 3 individuals attending and require those attending provide a class/course at the 2004 SERC Conference. The preference is for individuals to attend who have not attended in the past. Shirley Lawson said she is withdrawing her earlier request for funding, she has the funds in her budget and will utilize those. Rudy Raynes reminded everyone this is a one time deal, the issue will need to be revisited next year due to budget constraints.

SERC Conference -Mr. Kappa said during the August 12 meeting the Board had discussed cancelling Ogelbay and conducting the 2004 conference at Embassy Suites in

Charleston again. Mr. Kappa asked the Board to review the attached critique summary especially #19 & #20. Discussion on types of classes/courses participants want and need continued. Mr. Kappa suggested the Board needs to look at the core business of the SERC and a committee needs to be formed to determine the types of courses offered. Mr. Kappa felt the Board and participants did not have enough input on what types of courses are conducted at the conference. Discussion from Board members indicated they felt their suggestions were acted upon. Mr. Kappa said he still felt the need for board members to become actively involved in the determination of an agenda for upcoming conferences. Mr. Kappa would like the committee to report to the SERC in 3 months on their proposals for courses. Denny McGann, Joe Wyatt, Rudy Raynes and Tom Fisher will make up the committee. The 2003 conference was a success, over 230 participants attended the conference at Embassy Suites. The SERC expended \$27,775.00 for hotel, meeting space, meals and equipment; \$2801.18 for mailings/brochures/supplies; \$6006 for give-away and approximately \$1800 for printing costs. Vendor fees will reimburse the SERC \$2719.70 for family meals from the Tuesday night dinner. Vendor fees paid for the banner, DJ, national anthem singer, bag piper, hospitality room and wine at dinner. The vendor fees will also allow us to keep \$1000 in the bank as seed money for next year. Jim Cox may have funds to contribute from an earlier project which was cancelled. Mr. Kappa asked what the difference was from the Marriott and Embassy Suites on cost. Approximately \$4000 more at Embassy mostly in equipment, meeting room rental and meals. Mr. Kappa asked if Ogelbay has been cancelled; Neal Sharp spoke to Ogelbay and we have been let out of our contract without any financial obligation. We have booked with Embassy Suites for August 2, 3 & 4<sup>th</sup> 2004 but we have not signed a contract. Jim Riggs asked what the room rate is at Ogelbay and what the room rate is at Embassy. Ogelbay is \$80 + tax and Embassy is \$105 + tax, although travel expenses are paid from Jim Cox's funds. There was continued discussion concerning expenses, Mr. Riggs said if the SERC has expended \$55,000 more than it received, serious consideration should be taken to curtail spending as much as possible, he felt it necessary to show that the board is trying to control costs particularly in these difficult times. Mr. Kappa asked how he propose to cut costs and Mr. Riggs answered the first item should be to begin the conference on Monday at noon or 1 pm and end on Wednesday noon, cutting one day of travel and meals. Discussion continued on how to trim costs, types of conference activities and how to conduct the conference at a reduced cost. Mr. Kappa asked Mr. McGann's committee to not only review and propose courses but to determine the feasibility of beginning at noon on Monday instead of 8 am.

New Business - Mr. Kappa introduced new board member Denny McGann, Mineral County OES; who is replacing Mr. Richard Jarvis representing Fire Service. Also Mr. Larry Zustan is replacing JR Bias from the Kanawha/Putnam EPC. Mr. Kappa reported WVOES & WVSERC have received a \$5000 grant from FEMA to send three individuals to the USEPA conference, attend 3 USEPA RRT meetings and LEPC meetings in the state. A \$10,000 grant is pending which is slated for LEPC meetings, 2004 SERC Conference and an LCD projector. Laverne discussed the new Tier II web based system. Because the SERC is \$55,000 over budget a question on whether to continue

and finish purchasing the system was discussed.

The server has already been purchased, Mike Moore has attended class and the last component is to send the specifications out for bid and have the system installed once the bid is awarded. The determination of the Board was to continue if we have funds. Mr. Kappa reported HB 2871 will be reintroduced at the upcoming legislative session. Mr. Kappa said Delegate Cann last year was under the impression some facilities fees would increase by thousands and move the bill out of committee. Mr. Kappa felt the Board needs to set up a mechanism to lobby legislators on the merits of the increase. He also asked if the Emergency Management Council and 911 Council could become involved in the effort to increase the fees. Tier II fees have not been raised since inception in 1993. With the proposed increase in fees an additional \$130,000 will be available for LEPCs. The goal of the SERC is to make sure LEPCs have a minimum grant of \$1500, a number now have grants ranging from \$100-400, defiantly not enough to fund activities LEPCs are required to perform. Mr. Kappa asked for a sub-committee to work on the lobbying issue, Giles Watson will be chair, Shirley Lawson, Dan McKinney and Larry Zustan. Mr. Kappa also said LEPCs, OES Directors, 911 Council members need to be present when the bill is read; it makes a difference to legislators if a proposal is supported. Notification will be sent when the bill is introduced and comes up for discussion.

*Matt Musgrave moved to adjourn, Jim Riggs seconded, Motion passed. Meeting ended at 4:45pm. The next scheduled meeting will be December 9, 2003 at 10:00 am at the EOC in Charleston, WV. The SERC has scheduled meetings for next year for the convenience of participants:*

<b>February 10, 2004</b>	<b>10:00 am</b>	<b>Location To be announced</b>
<b>April 13, 2004</b>	<b>10:00 am</b>	<b>State EOC</b>
<b>June 15, 2004</b>	<b>10:00 am</b>	<b>State EOC</b>
<b>August 3, 2004</b>	<b>4:00 pm</b>	<b>Embassy Suites, Charleston</b>
<b>October 12, 2004</b>	<b>10:00 am</b>	<b>State EOC</b>
<b>December 14, 2004</b>	<b>10:00 am</b>	<b>State EOC</b>